



WESTERN STATES CENTER CURRICULUM RESOURCES

BOARD RESPONSIBILITIES FIVE BASIC BOARD FUNCTIONS

This is an overview of the principal categories of board functions, and is not meant to be an inclusive list of all board responsibilities.

LEGAL ACCOUNTABILITY

Board members must ensure the organization is operating within a legal framework

If it is determined that the organization was negligent or did not act thoughtfully, the board can be held responsible for debts or liabilities of the organization.

The board must make sure the by-laws and articles of incorporation are being followed

FINANCE

The Board is fiscally responsible for the organization

The Board must approve the budget

The Board must oversee financial management

The Board must make financial contributions to the organization

The Board must assist in fundraising efforts

The Board must approve major contracts or loans

PERSONNEL

The Board approve and develop personnel policies

The Board hires, fires, and supervises the executive director

The Board must evaluate the executive director

The Board acts as mediator for staff grievances as directed by the personnel policies

The Board must evaluate its own performance

PROGRAMMATIC DIRECTION

The Board determines the Organization's Mission, Purpose, and programmatic direction

A mission statement should articulate the organization's purpose, goals and primary constituents served. The Board is responsible for creating the mission statement and reviewing it periodically for relevance, validity, and clarity. Each individual board member should fully understand and support it.

Board members participate in Long-range planning processes and set the programmatic priorities of the organization

The board regularly examines and evaluates the organization's program to ensure that it fulfills the mission of the organization and achieves its objectives

PUBLIC AND COMMUNITY RELATIONS

The Board acts as representatives of the organization to the public

When necessary board members shall represent the organization at various meetings, with the media, to the public at large

Board members should use your contacts and relationships to assist staff in the work of the organization, for example: setting-up meetings for staff or other board members, making donor visits, etc.

Board members generally share responsibility with staff for maintaining and developing organizational relationships with the community at large